

## **Recording your school's Designated Teacher for Looked After Children on the Norfolk School's Database**

There is a requirement for schools to ensure they regularly provide the Local Authority with details regarding their current Designated Teacher for LAC, including dates training took place, date started in role etc. This has been in place since the Children and Young Persons Act 2008 made the Designated Teacher for Looked After Children a statutory post.

### **Actions required**

There is a simple database within the Norfolk School's website where school staff can record/update/amend details of Designated Staff Responsible for Looked After Children, Child Protection and Pupils with LDD (SEN) and their Governor counterparts (where appropriate). The attached sheet provides step-by-step instructions on how to enter your data.

Please check whether your school has an entry on the database and whether or not it is up-to-date. Enter any missing data as a priority. This will enable:

- Children's Services to have a central record of Designated Staff in each school for contact purposes
- Schools and their Governing Bodies to ensure that their statutory responsibilities are met within the Ofsted framework.

The school's ongoing responsibility will be to ensure details are current and updated as soon as changes occur.

Further details are available on the Norfolk Schools website – Management information sheet 199/08, dated 29/11/08 refers.

If you have any queries please ring Wendy Rudd, School Development Manager, Virtual School for Children in Care, telephone 01603 307742 or e mail [wendy.rudd@norfolk.gov.uk](mailto:wendy.rudd@norfolk.gov.uk)

Thank you for your help.